

CITY OF BURBANK

COMPUTER OPERATOR

DEFINITION

Under supervision, to operate and schedule the operation of computer and peripheral equipment; and to do related work as required.

ESSENTIAL FUNCTIONS

Operates mainframe computer equipment; works in conjunction with Data Entry Operators; proofreads reports and summaries; performs minor maintenance of equipment and reports the need for major repairs; files and distributes materials; meets required schedules and deadlines; trains and supervises assigned personnel.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - the principles and operation of mainframe computer systems and peripheral equipment; office methods, accounting, and record keeping practices; the preparation of simple financial reports.
- Ability to - operate adding machines, typewriters, and peripheral data processing equipment; compare names and numbers and make computations rapidly and accurately; establish and maintain effective working relationships with supervisors and fellow employees.

Education/Training: One year of recent experience in the operation of mainframe computer and peripheral equipment.

SUPPLEMENTAL INFORMATION

A valid California Class "C" driver's license or equivalent may be required at time of appointment.

Desirable Qualifications: Graduation from high school or equivalent.